

The seal of the City of Duluth is a circular emblem. It features an eagle with spread wings perched atop a shield. The shield contains a landscape with a lighthouse and a ship. The words "SEAL OF THE CITY OF DULUTH" are inscribed around the top inner edge, and "1887" is at the bottom. The entire seal is rendered in a light blue color on a dark blue background.

DIRECTOR OF PLANNING & ECONOMIC DEVELOPMENT

Pay range \$89,103-\$134,957
Final Application Date: May 19, 2019



The Planning & Economic Development Department expands employment opportunities by attracting new businesses to Duluth, improving and maintaining a healthy business environment for existing businesses, assisting small business start-ups by encouraging and inspiring entrepreneurs, and overseeing projects and agreements that include both market rate housing and housing programs serving low-income residents.



The Position

The Director of Planning and Economic Development is a member of the City of Duluth's executive team responsible for bringing together a broad range of resources to foster a healthy, vibrant community.

The Director leads business operations that includes community planning; economic development; housing development with a focus on affordable housing; grants and compliance; permit services and inspections.

The success of Duluth's planning and economic development work is supported by the Imagine Duluth 2035 comprehensive plan adopted by City Council in June 2018. The plan identifies and designates land use for attracting industrial, commercial, and retail operations and addressing housing needs for the next two decades. In addition, Imagine Duluth 2035 provides the framework for maximizing economic opportunities for the entire community.

Duluth's economic development is enhanced by a robust health care and higher education sector, an international airport, and the thriving port.

The Ideal Candidate

The ideal candidate is a dynamic, responsive leader who thrives in a fast-paced environment with a high degree of administrative independence in all areas of responsibility.

Strengths in interpersonal relationships and collaboration, as well as oral and written communication skills are essential to the success of the Planning and Economic Development Director. The selected candidate will demonstrate responsive, confident leadership with a history of working effectively with City staff and community partners.

As a leader and mentor who is dedicated to excellence, the Planning and Economic Development Director will maintain a reputation that serves to attract and retain outstanding, talented employees. A proven track record that demonstrates an ability to create and maintain a supportive, collegial, and empowering culture that encourages new ideas and ongoing professional growth will be carefully assessed.

What we are looking for.

The Community

The city of Duluth is a major port city in Minnesota and serves as the county seat of Saint Louis County. Duluth has a population of 86,293 and is the fourth largest city in Minnesota. After years of building economic diversity, Duluth is growing into a robust regional economic, medical, aviation, higher education, outdoor recreation and arts center. Duluth has long been recognized as an innovative region that is supported by a wide variety of services and industries, including the largest, farthest inland freshwater port, the Port of Duluth-Superior.

With 100,000 acres of green space alongside the shores of Lake Superior, Duluth embraces its four seasons with pride. Our waterfront location makes Duluth a premier destination for recreation and entertainment, with miles of water, beach and trails for water skiing, boating, fishing, and other adventure activities. Voted Outside Magazine's Best Town in 2014, Duluth has world class hiking, cross-country skiing, and mountain biking trails, all within city limits.

The city also boasts a vibrant arts culture, home to art museums, theater, and numerous festivals throughout the year. It is the home of two colleges and a university whose local sports teams include nationally ranked and championship teams.

Compensation & Benefits

The annual salary for this position is \$89,103-\$134,957. The City of Duluth offers an excellent benefits program that includes, but is not limited to:

Work Schedule

Typical work schedule - 8:00 a.m. to 5:00 p.m. This leadership position will include evening and after-hours meetings.

Holidays — 12 fixed per year.

Vacation — 23 days of vacation per year.

Up to 2 weeks of vacation and sick leave and relocation assistance may be available for selected candidates.

Retirement

Minnesota Public Employees Retirement Association (PERA).

Deferred Compensation

A deferred compensation plan is available at the employee's option.

Health Benefits

The City pays a significant portion of the premium for medical /hospitalization, dental and prescription coverage for employees and dependents. Section 125 (Flexible Spending Account) — employees may participate on a pre-tax basis for daycare and medical expense reimbursement.

Life Insurance

Policy value of \$50,000.

**For a complete list of benefits offered,
please visit <http://duluthmn.gov/human-resources/employee-benefits/>.**

This position is Exempt from FLSA (Fair Labor and Standards Act),
does not qualify for overtime compensation.

What we offer.



Minimum Qualifications

Required education and work experience includes graduation from an accredited college or university with a degree in Management, Business Administration, Urban Studies, Urban & Regional Planning, Real Estate Development, Public Administration, Civil Engineering, Economic Development, or closely related field; and seven (7) to ten (10) years of progressively knowledgeable and responsible professional experience in planning, business/economic development, business, or organizational management, the majority of which shall have been acquired in a managerial capacity.

Please visit www.duluthmn.gov/human-resources for additional duties and requirements.

Application & Selection Process

To be considered, please submit an online application through the City's website by May 19, 2019. Include a resume, cover letter, and proof of education.

A limited number of the best-qualified candidates — based on the information provided on the application and attachments — will be invited to participate in the selection process. Selection for this position may include a presentation and an oral board interview to establish top candidacy for the final selection.

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THE CITY OF DULUTH IS AN EQUAL OPPORTUNITY EMPLOYER.



www.duluthmn.gov